

UNITED STATES BANKRUPTCY COURT
MIDDLE DISTRICT OF TENNESSEE

REQUEST FOR FILE TO BE RETRIEVED FROM ARCHIVES

In Re:

Case No. _____

Debtor(s). _____

Date Case Closed _____

File Requested By:

Name _____

Date of Request: _____

Retrieval Fee Pd: \$ _____

File for: Mail Req. _____
Counter _____
Ct/Reopen _____

Address and Phone Number _____

IF YOU ARE REQUESTING THE FILE IN ORDER TO VIEW IT AT THE COUNTER, SOMEONE FROM THE CLERK'S OFFICE WILL TELEPHONE YOU WHEN WE RECEIVE THE FILE AND FOLLOW UP THE CALL WITH A LETTER. ALL FILES RETRIEVED FOR VIEWING AT THE COUNTER WILL BE RETURNED TO ARCHIVES AFTER THIRTY (30) DAYS UNLESS YOU REQUEST THE FILE TO BE RETAINED LONGER.

FOR OFFICE USE ONLY

Accession No. _____

Date Ordered: _____

Date Rec'd: _____

Transferred file to _____ section: _____ (date/init)

Date Called: _____ Sent Ltr.: _____

Date File Reviewed at Counter: _____

Request to hold after 30 days: _____ By: _____

Transferred file to Closing Section for return: _____ (date/init)

Date File Returned to Archives: _____

PLEASE DO NOT REMOVE THIS REQUEST FORM FROM THE CASE FILE ONCE THE FILE HAS BEEN RETRIEVED.

ACCESSION # _____

LOCATION # _____

BOX # _____